

Office of Court Administration
At a Glance - Allowable Travel Costs
OCA Employees

When traveling on official state business, OCA employees are entitled to reimbursement for the following:

Type of Expense	Special Provisions	Original Itemized Receipt Required
Public Transportation, Taxi fare	None	No
Public Transportation, Airfare	Use state contracts, unless not available	Yes, if not a direct bill
Public Transportation, Rental Car	Use state contracts, unless not available	Yes, if not a direct bill
Mileage	<p>\$0.54 per mile (effective 01/01/2016)</p> <p>\$0.575 per mile (effective 01/01/2015-12/31/2015)</p> <p>If traveling by personal vehicle, reimbursement may be limited to the cost of a rental car. See Personal vs. Rental Car Comparison worksheet to determine allowable reimbursement amount.</p>	No
Meals, Overnight Travel (In-State and Out-of-State)	<p>Reimbursement is allowed for actual meal charges up to the amount allowed on https://fm.xcpa.state.tx.us/fm/travel/travelrates.php for the travel location. If the location does not appear on the GSA website then reimbursement is actual expense up to \$51 per day.</p> <p>Under Texas law, gratuities and alcoholic beverages may not be reimbursed.</p>	<p>Yes, itemized receipts for each day for which meal expenses total greater than \$17.99</p> <p>(receipts are not required for meals when the daily amount is less than \$18)</p>
Lodging (In-State and Out-of-State) <i>Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)</i>	<p>Reimbursement is allowed for actual lodging charges up to the amount allowed on https://fm.xcpa.state.tx.us/fm/travel/travelrates.php for the travel location. If the location does not appear on the GSA site then reimbursement is actual expense up to \$85 per day (in-state) or \$89 per day (out-of-state).</p> <p>Employees may claim less than the maximum meal rate for a duty point and use the amount of the reduction to increase the maximum lodging rate for the duty point.</p>	<p>Yes</p> <p>Receipts must show the address for the lodging establishment; indicate payment paid; and show a zero balance due.</p>
Parking	None; Expense should be itemized daily on travel voucher.	No
Incidental Expenses	<p>Hotel Taxes</p> <p>Rental Car Gasoline</p> <p>Toll Road Charges</p>	<p>Yes</p> <p>Yes</p> <p>No</p>
Meals, Non-overnight Travel (aka Partial Per Diem)	Under OCA's travel policy; state employees may not receive reimbursement for Meals for Non-Overnight trips. Only board members, committee members, and judicial officers are eligible for reimbursements in this category.	N/A

If you have questions, please call OCA's Finance and Operations Division at (512)463-1625.